

Adjunct Faculty Academic Calendar

December:

- 8 Fall 2012 Classes End
10-15 Final Exams
14 Commencement
19 Grades Due to Registrar by Noon

Adjunct Faculty Support Programs Office (SE-201) Winter Break Hours

- Dec. 17 – Dec. 21: 8:00AM – 4:30PM
 Dec. 22 – Jan. 2: CLOSED
 Jan. 3 – Jan. 13: 8:00AM – 4:30PM
 Jan. 14, 2013: Normal Hours
 (8:00AM – 7:30PM)

Upcoming Workshops

(register at: svsu.edu/workshops)

January 25, 2013

Strategies to Help Students Develop
the Self-Efficacy Necessary to Be
Successful in College.

12:00 pm – 1:00 pm
SE – 203

February 7, 2013

The Collision Between International
Students' Culture & Your Classroom
(anticipate problem areas and
develop strategies to address them)

12:00 – 1:00 pm
SE-203

Office of
**ADJUNCT
FACULTY
SUPPORT
PROGRAMS**

Be a Part of the Discussion on Engaging First-Year Students at SVSU

Literature on the subject of what it takes for first-year college students to succeed clearly points to the positive impact faculty can have on young students. As it is on campuses across the country, first-year students at SVSU have a lot going on in their lives besides their college education. Not only are they developing academically and intellectually, but at this point in their lives they are discovering how to develop and maintain new relationships, working out career choices on their own, and learning how to manage their health.

Additionally, first-year college students are faced with an array of new social experiences and personal discoveries, including having to share a room and live with a roommate, adapt to living away from home, develop study habits and self-discipline, explore their sexuality, and consider new ways of thinking and viewing the world around them. For first-generation students, the challenges may be amplified if they have no role-models to demonstrate appropriate and successful college behaviors, or provide experience-based advice.

The first few weeks of college can be daunting for many first-year students. What most learn quickly is that college and high school are not the same. In high school, students' time and activities were tightly controlled and they were given a lot of direction. They could develop long-term relationships with their teachers and were often surrounded by a solid support network of family and friends. Class readings were thoroughly discussed and assignments painstakingly reviewed by high school teachers who were considered the founts of knowledge, requiring students to memorize collections of facts. Not so in college, where college students are expected to control and be responsible for their own behaviors, and are expected to manage their own time. With their support network now gone, first-year students must read on their own, make their own decisions, and take responsibility for their education. The old strategies are no longer effective and it can be difficult to determine what must be done to succeed. Indeed, the first few weeks can be a difficult time of readjusting.

There is much that faculty can do to help first-year students succeed. Providing explicit instructions, helping students recognize big questions, and helping them develop strategies to master course content are just some of the ways faculty can have a positive impact on students. Student success has also been linked to the availability and approachability of their instructors. But is that enough?

Probably the most important thing an instructor can do to help students succeed in the classroom is to employ strategies to engage their first-year students by learning their names and chatting one-on-one with them before and after class and encourage office visits.

SVSU recognizes the challenges that many first-year students face as they begin their post-high school academic journey. A group of full-time and part-time faculty have been meeting since June to discuss and hopefully uncover ways to better facilitate first-year student success. The group has discussed best practices and ways to maximize the effectiveness of formative assessment.

If you teach or plan to teach first-year students, or if you have ideas for teaching first-year students that you would like to share, you can be a part of the discussion at the next meeting. For the upcoming meeting schedule and to learn more about this exciting opportunity, call Ann Coburn-Collins, Director of Academic Programs Support, at ext. 4050, or email: acoburn@svsu.edu.

Course Evaluations Procedures

Each semester, students are given the opportunity to evaluate their courses. This is generally done in the classroom near the end of the semester.

If you teach in a computer lab, your students can complete and submit their evaluations online.

Otherwise, you are required to use pen and paper evaluation forms, which can be obtained from SE-201 or your faculty secretary.

- Student anonymity should be preserved.
- You should leave the room while students complete the forms.
- Ask a reliable student to carry the evaluations to Wickes 216 or to the book drop in the REC.
- If you don't receive your evaluations back from your department chair by February 1, 2013, remind your department chair.

Final Grades Procedures

- You will receive at your home mailing address an op-scan sheet for each class you teach.
- You will be asked to write-in each student's grade and fill in a circle for the grade.
- According to the Registrar, grades at SVSU are: A, A-, B+, B, B-, C+, C, D and F.
- If students have withdrawn from your class, this will already be marked on the op-scan sheet.
- For every student who receives an "F", include the last date of attendance in the designated space.
- The op-scan sheet needs to be signed by you and turned into the Registrar's Office (W-151) by noon on Wednesday, Dec. 19.

NOTE: To use the Cardinal Direct online grading system, follow the instructions on that website.

An Adjunct Faculty "Quick" Guide to Managing Stress During Finals Week

You've almost made it through the Fall 2012 semester, but don't start celebrating yet. You still have final exams to administer, research papers to grade, and culminating projects to evaluate. Lives are in the balance - your students' and yours!

Sure, you love teaching and it's easy to find yourself attached to the students here at SVSU. But, let's face it, teaching can be a balancing act and if you're not careful, the stress that comes at the end of a semester could lead to burn out and ruin an otherwise great semester. Prolonged stress can lead to long term health problems.

One clear sign that that you're body and mind is under stress is shallow, chest-level breathing, rather than abdominal breathing. Other signs that stress may be an issue include tight, sore neck muscles, frequent headaches and insomnia.

The best way to manage stress and avoid burnout is to stay healthy, physically and emotionally. You probably already know the importance of good health, but are you following through on what you know? Here are a few reminders to get you started:

- Take time for the people you care about. Sometimes, when you're staring down a stack

of papers to grade, it's nice to remind yourself now and then that the world continues to function.

- Schedule time for relaxation. Taking good care of yourself also means getting enough sleep. To help you get in the mood, turn off the TV in your bedroom and pick up a book or a magazine. Better yet, take the TV out of the bedroom altogether.
- Make your body a priority by sticking to your exercise routine. Balance the long hours in front of your computer with vigorous daily activity. The endorphins will put you in a better mood and the increased blood flow help clear your mind. And, you'll feel better about yourself.
- Eat well. Nibbling on candy and drinking soda-pop at the computer just isn't a good idea. Try something healthy like baby carrots, radishes, nuts, or a few of those new organic crackers you've been thinking of trying. Wash it all down with water, juice, or a drink rich in anti-oxidants, like green tea.

Once you have your grades submitted, pat yourself on the back and treat yourself to a little selfish indulgence. Maybe a good book, a movie, a concert . . . who knows? And get some rest, because guess what? A new semester and new students are just around the corner. Enjoy!!

Important Dates for the Winter 2013 Semester

- Monday, January 14..... Classes Begin**
- Monday, January 21..... Martin Luther King Day - CAMPUS CLOSED**
- March 4 - March 10 Spring Break, NO CLASSES**
- Monday, March 11 Classes Resume**
- Saturday, April 27 Classes End**
- Monday, April 29..... Final Exams Begin**
- Saturday, May 4 Final Exams End**
- Wednesday, May 8 Grades Due to Registrar by Noon**
- Saturday, May 11 Commencement**